



भाकृअनुष-केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड - 671124, केरल, भारत  
**ICAR-Central Plantation Crops Research Institute**  
Kasaragod 671124, Kerala, India  
(An ISO 9001:2015 Certified Institution)

Phone (Off): 04994 - 232333

(EPABX) : 04994 - 232893-95  
04994 - 232090  
04994 - 232996

Email: director.cpcr@icar.org.in  
director.cpcr@gmail.com  
Website: https://cpcr.gov.in

E.F.No.3 (2)Asst.Tech./2020-Estt.

Date: 23.12.2025

To

The Head/Scientist in-Charge  
ICAR-CPCRI Regional Station/Research Centre/ KVK-Kasaragod/Alapuzha  
Kayamkulam/ Vittal/Alappuzha/ Kasaragod/ Mohitnagar/Kahikuchi/Kidu.

**Sub: Assessment of Technical Personnel for the year 2025-2026.**

Sir,

I am enclosing herewith the statement showing the details of Technical personnel eligible for Five/seven/Ten yearly Assessment for the period of **April to August 2025 i.e., up to 31.08.2025**. (Category-I, II and III in the functional group of Field/Farm and Workshop Staff). A copy of the proforma for Assessment Report is enclosed herewith. Required numbers of copies may be prepared at your end and distributed among the eligible Technical personnel. The following instructions may please be noted in this regard.

1. Those who are eligible for 5 yearly/7 yearly/10 yearly assessment/Supplementary assessments as the case may be, for the above period may submit their report.
2. The **proforma (4 copies)** may be given to the individual for filling up the relevant columns after recording/verifying the service particulars by the respective Office.
3. The educational qualification of the individual concerned viz., Matric/Diploma (with duration specified)/Degree/PG Degree (with discipline specified) should be indicated against the column in the proforma. A copy of certificate in proof of educational qualification viz. Diploma/Degree/PG Degree, duly attested may be enclosed invariably with the report.
4. A brief note on the work done by the individual (during the reported period) may be attached along with the proforma.
5. The proforma when received back from the individual may be got reported/reviewed/remarks recorded by the Officer as indicated in Col. 7 & 8 of the attached statement with due regard to the guidelines contained in the ICAR letters No.F.18(1)/2004-Estt.IV dated 26<sup>th</sup> December, 2005 and 11<sup>th</sup> June, 2010.
6. ICAR vide its letter No.19(4)/2012-Estt.IV dated 16th July, 2012 stipulated that submission of annual property return is a mandatory pre-requisite for considering the recommendations of the Assessment Committee in respect of the Technical Personnel for approval. It was indicated vide Council's letter No.39-8/2011-Vig. Dated 22nd May, 2012, that vigilance clearance can be denied to an officer on account of non-submission of annual immovable property return (AIPR).
7. Please check-up the enclosed statements and ensure that **no eligible person(s) have been left out.** In case any of the names of officials eligible for five/seven/ten yearly assessment/

supplementary assessment for the period ending 31.08.2025 have been left out from the enclosed statement, the same may be included and discrepancies, if any, be brought to the notice of this office immediately.

The proforma duly completed in all respects may be forwarded to this office latest by 5<sup>th</sup> January 2025, under confidential cover.

आपका भवदीय,



ए नील विसर  
सहायक प्रशासनिक अधिकारी(स्थापना)

End: as above.

Copy to:

1. The Project Coordinator (palms), ICAR-CPCRI, Kasaragod
2. The Head KVK, ICAR CPCRI, Kasaragod/Alappuzha
3. The HoD (Crop Production/Crop Improvement/Crop Protection/PB&PHT/Social Sciences, ICAR-CPCRI, Kasaragod
4. The Scientist In-charge, PME, ICAR-CPCRI, Kasaragod
5. RTI & APAR Cell, ICAR- CPCRI, Kasaragod.
6. Administrator (e-Office) / Library - For uploading Institute e-Office notice board & website.

**List of Technical personnel to be considered for assessment up to 31.08.2025**

Sl. No.	Name & Designation	Period of Assessment	Reporting Officer	Reviewing Officer	Remarks
1	2	4	7	8	9
1.	Dr.Jayashree.M.P, Asst.Chief Technical Officer, ICAR- KVK, Kasaragod	08.01.2015 to 07.01.2022	Head, KVK, Kasaragod	Director	Completed 5 years as Asst. Chief Technical Officer and eligible to be considered for promotion to Chief Technical Officer from 08.01.2022.
2.	K.M.Bhavani Shankar Naik, Technical Assistant, CPCRI,Kasaragod	24.08.2020 To 23.08.2025	Dr H.P.Maheswarappa, SIC(Farm)	HD (Crop Production)	Completed 5years as Sr.Technical Assistant and eligible to be considered for promotion to Senior Technical Assistant from 24.08.2025.
3.	Shri S Sunil, TechnicalAssistant, CPCRI, Kasaragod	18.08.2020 to 17.08.2025	OIC(Maintenance)	Director	Completed 5 years as Technical Assistant and is eligible to be considered for promotion to Senior Technical Assistant from 18.08.2025



ए नील विसर  
सहायक प्रशासनिक अधिकारी(स्थापना)